Introduction:

Effective communication, coordination, and leadership are integral to business success. The ability to engage in meaningful conversations and to coordinate across various levels within and outside an organization can drive better results. Charismatic leaders excel in these areas, as they know how to lead their teams by fostering environments where people feel motivated to contribute their best.

This workshop aims to strengthen leadership communication skills, enabling participants to lead with clarity and inspiration. Participants will learn the dynamics of leadership communication, enhancing their ability to effectively lead teams, influence others, and manage projects and time efficiently.

Understanding Leadership Communication:

The course is designed to deepen participants' understanding of leadership communication and its essential role in effective leadership. By honing leadership communication skills, participants will be equipped to motivate, inspire, and guide their teams, thus creating a work environment conducive to success.

Leadership and Coordination in Practice:

This workshop not only covers communication but also emphasizes the role of coordination in leadership. Through practical exercises and real-world case studies, participants will explore how coordination impacts team dynamics and project execution. The course will include opportunities to apply leadership and coordination skills in practical settings, reinforcing learning and building competence.

Targeted Groups:

- Team Leaders
- Coordinators
- All employees at various organizational levels and departments

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Conference Objectives:

By the end of this communication, coordination, and leadership workshop, participants will:

- Increase **self-awareness** and identify their strengths and areas for development as leaders and coordinators.
- Learn practical strategies to address skill gaps and enhance their leadership capabilities.
- Understand how to respond to the subjective experiences of others and

demonstrate empathy.
- Develop advanced **communication skills**, including both verbal and non-verbal methods.
- Gain confidence in coordinating people, projects, and events effectively.
- Learn to manage **time** and **teams** efficiently.
- Understand the factors that **motivate** people at work and discover ways to increase motivation.
- Explore **leadership theories** and their practical applications in the workplace.

Targeted Competencies:

Upon completion of this workshop, participants will have developed:

- **Leadership skills** to guide and inspire teams.
- **Communication skills** to enhance interactions and decision-making.
- **Coordination skills** to effectively manage tasks, events, and projects.
- **Time management** to ensure efficiency and productivity.
- **Emotional intelligence** to navigate interpersonal dynamics.
- The ability to **motivate others** and positively influence team behavior.
- Strong **personal impact** and leadership **influence**.

Conference Content Overview:

Unit 1: Who Do You Think You Are?

- **Self-awareness** as a critical leadership tool.
- Personal **profiling** to assess leadership strengths and areas for improvement.
- Evaluate your **current leadership style** and **coordination abilities**.
- Explore your **preferred team role** and **communication style**.

Unit 2: Enriching Your Communication Skills

- The importance of understanding the **subjective experience** in communication.
- Advanced **language patterns** for influencing others.
- Developing strong **questioning** and **listening skills**.
- Understanding **motivation** and **behavioral drivers**.
- Learning about **Hygiene factors** and **motivators** in the workplace.
- Exploring **Glassers' innate drivers** and the **emotional loop** in communication.

Unit 3: The Skills of the Coordinator

- Effective **time management** strategies.
- Learning to **prioritize** tasks and goals.
- Building **team working skills** to foster collaboration.

- Understanding the **essentials of project management**.
- Best practices for **meeting management**.
- Using **IT tools** to support and enhance coordination activities.

Unit 4: The Modern Leader

- Exploring **the 10 intelligences** necessary for leadership.
- Developing **emotional intelligence** and understanding its role in leadership.
- **Theory X and Theory Y** leadership models: Push vs. Pull leadership.
- Understanding how **values** shape leadership styles.
- Analyzing the **culture of your organization** and how it impacts leadership.

Unit 5: Communicating, Coordinating, and Leading

- Understanding how others perceive your team and how you want them to perceive it.
- Identifying **critical challenges** your team faces and effective solutions.
- Case study exploration: **real-world examples** of communication, coordination, and leadership in action.
- Developing a **personal action plan** to apply learned skills in leadership and coordination.

Conclusion:

The **Communication, Coordination, and Leadership** workshop is designed to provide participants with the skills to lead teams, manage projects, and communicate effectively within the organizational environment. By the end of the course, attendees will have gained practical, actionable strategies that can be applied directly to their leadership roles, improving their ability to motivate teams, manage resources, and communicate with clarity and confidence.

This comprehensive training program is ideal for anyone looking to develop their leadership skills, increase their impact within their team, and drive organizational success through effective coordination and communication.